



We Protect Hoosiers and Our Environment
Environmental Management



NetDMR Registration **Walk-Through**

Step by step Guide

NetDMR Test:

<https://netdmrtest.epacdx.net/netdmr-web/public/home.htm>

NetDMR Live/Production:

<https://netdmr.epa.gov/netdmr/public/home.htm>



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IDEM NetDMR Training

- Located at <http://www.in.gov/idem/6765.htm> for IDEM NetDMR training information:
 - 1. *NetDMR Registration Walk-Through*
 - 2. *NetDMR Data Entry Walk-Through*
 - 3. *NetDMR Miscellaneous (Revise, Import, Print) Walk-Through*
 - Revising NetDMRs
 - Importing Data to NetDMR
 - Viewing/Printing the completed NetDMR



NetDMR test vs. production/live

IDEM suggests the NetDMR user first try NetDMR in a test environment, prior to registering for the NetDMR live/production system.

- Use the following instructions for NetDMR test
- Upon (IDEM) approval, use them for NetDMR live (production) system, for DMR submittal



NetDMR Test vs. Production/Live

- NetDMR Test – not connected to EPA database
 - Used to see how to register for NetDMR
 - And how to submit a NetDMR and MMR/MRO
- NetDMR (live/production) – uploads to EPA database every night
 - Requires the submittal of Subscriber Agreement
 - Used to satisfy DMR and MMR/MRO requirement

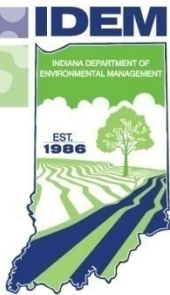


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NetDMR Registration Outline

- **Getting Started**
 - Select the Right Instance/Agency (“Indiana DEM”)
 - Check Your Permit for NetDMR Availability
- **Create Your Account**
 - Receive Account Verification
- **Request Access for Your NPDES Permitted Facility**
 - Wait to receive Facility Access Approval
 - In NetDMR (live/production) do submit the Subscriber Agreement



Getting Started

Select the Right “Instance” (Agency)

Login to NetDMR - Windows Internet Explorer

Address bar: <https://netdmrtest.epacdx.net/netdmr-web/public/home.htm;jsessionid=D623F4E7E9F79F26C9750429D0>

File Edit View Favorites Tools Help

Home | FAQs | Getting Started

NetDMR

Welcome

Welcome to NetDMR! If you are a permittee, you may be able to use this web site to complete and submit DMRs electronically for your facility.

News

- None.

Warning Notice

The registration procedure for the National Installation of NetDMR is part of the United States Environmental Protection Agency's (EPA) Central Data Exchange, which is for authorized use only. Unauthorized access or use of this computer system may subject violators to criminal, civil, and/or administrative action. All information on this computer system may be monitored, recorded, read, copied, and disclosed by and to authorized personnel for official purposes, including law enforcement. Access or use of this computer system by any person, whether authorized or unauthorized, constitutes consent to these terms.

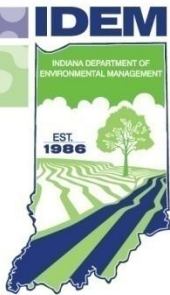
Privacy Statement

EPA will use the personal identifying information which you provide for the expressed purpose of registration to the National Installation of NetDMR site at the Central Data Exchange and for updating and correcting information in internal EPA databases as necessary. The Agency will not make this information available for other purposes unless required by law. EPA does not sell or otherwise transfer personal information to an outside third party. [Federal Register: March 18, 2002 (Volume 67, Number 52)][Page 12010-12013]

Select Regulatory Authority:

- BAH Michigan
- Colorado DPH WQCD
- Connecticut DEP
- EPA HQ - IL
- EPA Region 01 CT-MA-NH-RI
- EPA Region 02 - PR-VI-SR
- EPA Region 03 - DC
- EPA Region 04
- EPA Region 05
- EPA Region 09 CA-GU-MP-NN
- EPA Region 10 - ID
- EPA Region 10 - Alaska
- EPA Rg 08 - CO-MT-SD-UT
- EPA Rg 6 - AR-GM-LA-NM-TX
- Georgia EPD
- HI - Dept of Health - CWB
- Hibernate Test - OK
- Indiana DEM**
- KY DEP
- Louisiana DEQ
- Maryland (MDE)
- New York - NY
- Pennsylvania DEP
- South Dakota DENR
- Tennessee DWPC
- Utah DWQ

Go



Indiana DEM Instance Home Page

- Create a new account – Find Contact Information
- Check Permit ID for availability
- Forgot Username/Password: self re-set

The screenshot shows the NetDMR website interface. At the top, a navigation bar includes links for [Login](#), [FAQs](#), [Getting Started](#), and [Contact the NetDMR Team](#). The main content area is divided into several sections:

- Welcome**: A message stating, "Welcome to the Indiana DEM installation of NetDMR! If you are a permittee, you may be able to use this Web site to complete and submit DMRs electronically for your facility."
- New to NetDMR?**: A section with a green arrow icon pointing to the text: "First time users can [register for a new account](#). If you have any questions about NetDMR, please contact rmcdanie@idem.in.gov."
- News**: A section with a bullet point: "Remember to attach a signed, pdf copy of the applicable MMR/MRO to the NetDMR, prior to submittal."
- Login to NetDMR**: A form with fields for "User Name" and "Password", and a "Submit" button.
- Forgot User Name? / Forgot Password? / Create a NetDMR Account**: A link section with a red arrow pointing to it.
- Check Your PermitID**: A section with a green arrow icon pointing to the text: "First time users should check to see if your permit is available in NetDMR yet by [Checking your Permit ID](#)".

Red arrows are drawn on the image to highlight specific features: one points from the "New to NetDMR?" section to the "Contact the NetDMR Team" link; another points from the "News" section to the "register for a new account" link; and a third points from the "Forgot User Name? / Forgot Password? / Create a NetDMR Account" link to the "Forgot Password?" text.



Check your permit for Availability

- If you receive this message, your permit is available for NetDMR reporting - If not, verify the permit number entered
- Proceed to create your Account – the first person to create an account for a facility must be the Signatory Authority

NetDMR

[Login](#) | [FAQs](#) | [Getting Started](#) | [Contact the NetDMR Team](#)

Check Whether a Permit is Available for Reporting in NetDMR

The Permit ID 'IN0038873' is available for reporting in NetDMR. You may check another Permit ID or proceed directly to [Creating an Account](#). If you already have a NetDMR account, [Login](#) now.

Enter a Permit ID*



Create Your Account

Complete the required Information:

- Work-Related email address
- Phone Number
- Organization
- Type of User:
 - Internal: Regulatory: IDEM-EPA (View only)
 - Data Provider: Lab/Consultants (Data Entry, Edit, View)
 - **Permittee User (External):** Signatory and/or Operator (Enter Data, View, Edit; Signatory can also Sign and Submit)

NetDMR

Create a NetDMR Account

General Account Information

Please provide the information requested below to create a NetDMR account. A *

Email Address: *

Enter Email Address Again: *

User Name: *

☐ Use my email address as my user name

☐ Create my own user name

First Name: *

Last Name: *

Telephone Number: * (###-###-####)

Organization: *

Type of User: *

Internal User

Select One

Permittee User

Internal User

Data Provider

Selected Security Questions

Please provide responses for the security questions. Select each question case sensitive. Answer must be between 1 and 50 characters. Special characters

Question 1 *

Select One



Create Your Account (2)

Complete the required Information:

- Supply and remember answers to Five Security Questions – these will be used to sign DMRs (**answers are case sensitive!**) – cannot use same answer for all.

Create a NetDMR Account - Windows Internet Explorer

https://netdmr.epa.gov/netdmr/public/create_account.htm

File Edit View Favorites Tools Help

ICIS NPDES: Main Menu Create a NetDMR Account

Selected Security Questions

Please provide responses for the security questions below. Select each question only one time. Note that answers are case-sensitive. Answer must be between 1 and 50 characters. Special characters other than - . ' may not be used.

Question 1 *
What is the name of the high school you attended?
Shortridge

Question 2 *
What is your favorite city?
Paris

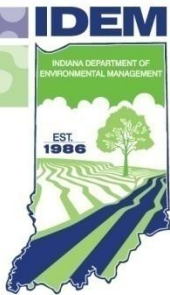
Question 3 *
What is your favorite color?
Black

Question 4 *
What is the name of the street where you grew up?
Annette

Question 5 *
What was your first pet's name?
Timothy

Submit Reset Cancel

Trusted sites



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Create Your Account (3)

- Review the entered information – if everything is correct, click “Verify” at the bottom of the page.

The screenshot shows a web browser window with the address bar displaying 'Main' and 'Create a NetDMR Account'. The page has a blue header with the 'NetDMR' logo and navigation links: 'Login', 'FAQs', 'Getting Started', and 'Contact the NetDMR Team'. The main content area is titled 'Create a NetDMR Account' and 'General Account Information'. It instructs the user to provide information to create a NetDMR account, noting that '*' indicates a required entry.

General Account Information

Please provide the information requested below to create a NetDMR account. A '*' indicates a required entry.

Email Address:*	<input type="text" value="i.smith4369@gmail.com"/>
Enter Email Address Again:*	<input type="text" value="i.smith4369@gmail.com"/>
User Name:*	
<input checked="" type="radio"/> Use my email address as my user name	
<input type="radio"/> Create my own user name	
First Name:*	<input type="text" value="John"/>
Last Name:*	<input type="text" value="Smith"/>
Telephone Number:* (###-###-####)	<input type="text" value="555-555-5555"/>
Organization:*	<input type="text" value="MHP"/>
Type of User:*	<input type="text" value="Permittee User"/>

Selected Security Questions

Please provide responses for the security questions below. Select each question only one time. Note that answers are case-sensitive. Answer must be between 1 and 50 characters. Special characters other than - . ' may not be used.

The browser status bar at the bottom shows 'Done' and 'Internet'.

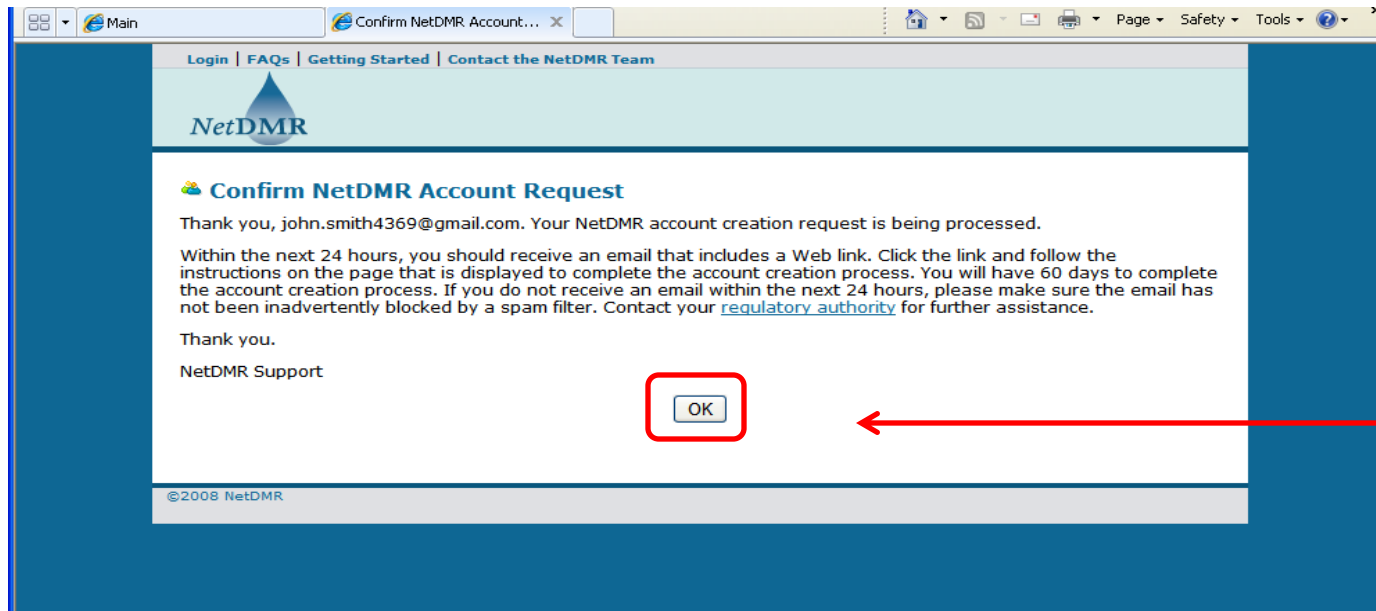


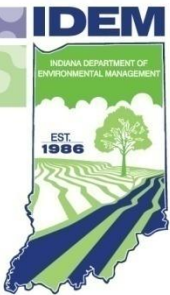
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Create Your Account (4)

- You will receive a confirmation message on the next screen
- Click "OK"





Create Your Account (5)

- Within 24 hours you will receive a verification email from NetDMR: click (once only) the link within that email message to continue the account creation process.
- The link will expire in 60 days



John Smith,

Your NetDMR account must be finalized before you can log into the system and request access to your permits. Please click on the following link.

<https://netdmrtest.epacdx.net/netdmr-web/public/verification.htm?key=2be28deaa41935d760692a69e52e343559bc517e5cfbdb699b9298929e9a7b3f&userId=2119>



The link to finish creating your account will expire in 60 days. If you do not complete the account creation process within 60 days, you will need to provide the information requested on the Create a NetDMR Account page again. If the Complete the NetDMR Account Creation Process page is not displayed after clicking the above link, copy and paste the entire link into you browser address bar and then click enter to access the page.

Thank you.

This message corresponds to an account in NetDMR test environment.



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Create Your Account (6)

- Respond to the Security Question – Remember, it is case sensitive
- Create a password, and retype it to confirm
Password is also case sensitive and expires every 90 days
Password must be 8-20 characters, and must have
at least one letter and one number
- Submit

A screenshot of the NetDMR account creation process. The form is titled 'Complete NetDMR Account Creation Process' and includes instructions for the user 'john.smith4369@gmail.com'. It contains three input fields: 'What is the name of the street where you grew up?', 'Create Password:', and 'Enter Password Again:'. The first two fields are highlighted with a red box. Below the fields are 'Submit' and 'Cancel' buttons, also highlighted with a red box. The footer shows '©2008 NetDMR'.

NetDMR

Complete NetDMR Account Creation Process

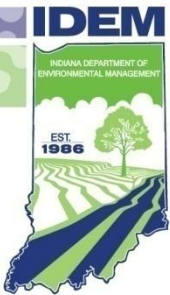
Hello john.smith4369@gmail.com. To finish creating your NetDMR account, provide a response to the security question and create a password for your account. Password must be between 8 and 20 characters containing letters and at least one number. Special characters other than ! @ # \$ ^ & * + = may not be used.

What is the name of the street where you grew up? (Answers are case-sensitive)

Create Password: (Case sensitive, 8-20 characters, include letters and numbers)

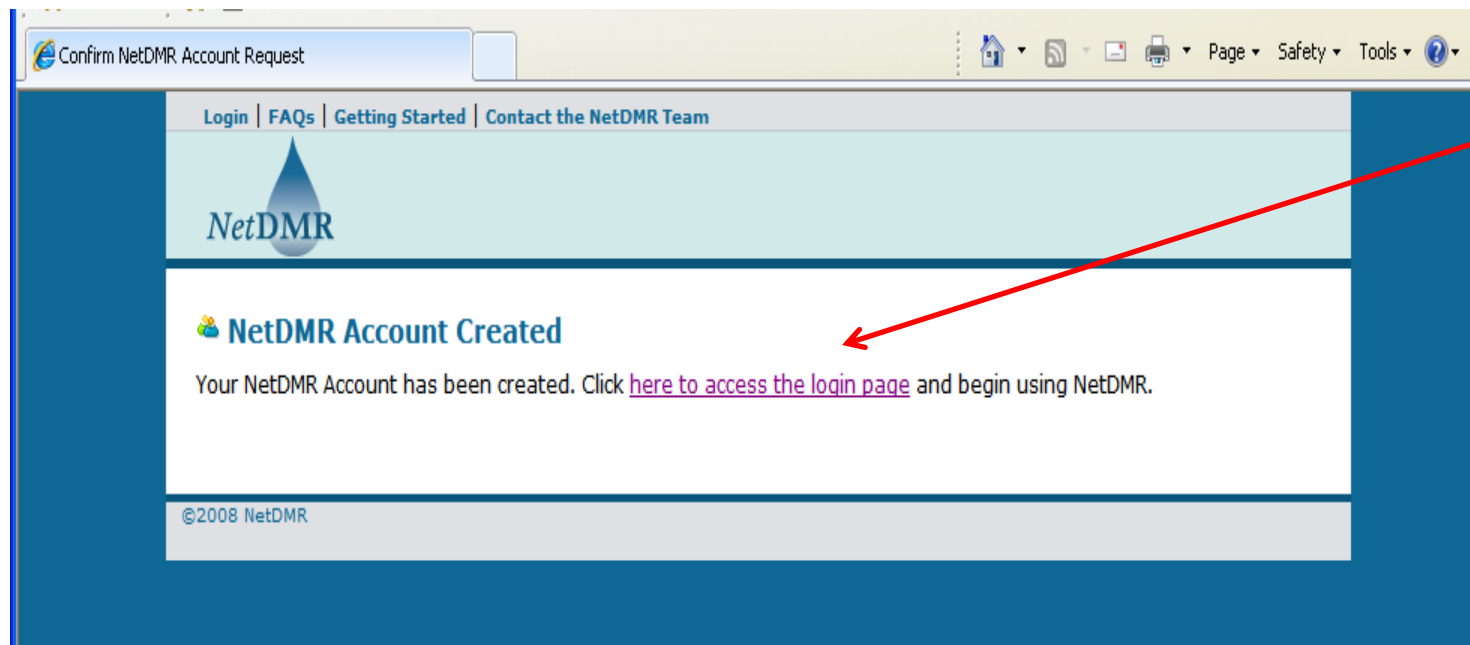
Enter Password Again:

©2008 NetDMR



Create Your Account (7)

- You've finished creating your account!
- Click the link to login





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Login To Request Facility

- Enter your User name and password - Submit

Login to NetDMR

[Login](#) | [FAQs](#) | [Getting Started](#) | [Contact the NetDMR Team](#)

NetDMR

Welcome

Welcome to the Indiana DEM installation of NetDMR! If you are a permittee, you may be able to use this Web site to complete and submit DMRs electronically for your facility.

New to NetDMR?

- ▶ First time users can [register for a new account](#).
- ▶ If you have any questions about NetDMR, please contact rmcdanie@idem.in.gov.

News

- NetDMR Test will be unavailable for usage on Friday, March 9, 2012.
- Remember to attach a signed, pdf copy of the applicable MMR/MRO to the NetDMR, prior to submittal.

Login to NetDMR

User Name

Password

[Forgot User Name?](#) / [Forgot Password?](#) / [Create a NetDMR Account](#)

Check Your PermitID

- ▶ First time users should check to see if your permit is available in NetDMR yet by [Checking your Permit ID](#)



Request Access to NPDES Facility

- Home page – Select “Request Access” at top of page; First person to request access to a facility must be Signatory Authority, who becomes “Permit Administrator”
- Note: the “Help” choice is a good information resource





Request Access to NPDES Facility (2)

- Enter your 9-digit NPDES ID
Click “Update”
Choose Role
Click “Add Request”
Click “Submit”

Home | My Account | Request Access | Help | Logout User:john.smith4369@gmail.com, Permittee User

NetDMR Indiana Department of Environmental Management

Manage Access Requests Search All DMRs & CORs Permits Users Import DMRs Perform Import Check Results View Permits Users Download Blank DMR Form Session Lockout Timer: 26:44

Request Access to Permits and Associated DMRs

Enter the ID for the permit whose DMRs you would like to access and click the Update button to see the roles that you can request. Repeat this process for each permit you would like to request access to. You can make one or more requests from this page.

Permit ID:

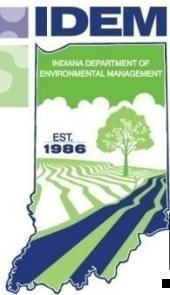
Role: Note: Permit Administrator Role requested for a Permit comes with the first Signatory

Access Requests

A summary of the current access requests is presented below.

Permit ID	Requested Role	Remove Access Request
IN0038881	Signatory	<input type="button" value="X"/>

Session Lockout Timer: 26:44 Internet 100%



Request Access to NPDES Facility (3)

- If the Signatory role was selected, additional information is required:

Select relationship to facility

If authorized as Signatory,
choose first choice

If signatory access is
desired, fill in appropriate
information

- Submit - Then Confirm

Home | My Account | Request Access | Help | Logout | User: john.smith4369@gmail.com, Permittee User

NetDMR

Manage Access Requests | Search All DMRs & CORs Permits Users | Import DMRs Perform Import Check Results | View Permits Users | Download Blank DMR Form

Session Lockout Timer: 29:10

Additional Information Required

Please provide additional information associated with the Signatory role.

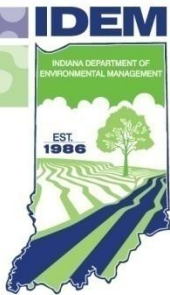
Permit ID	Requested Role	Additional Information
in0038873	Signatory	<p>What is your employer's relationship to the facility or facilities?*</p> <p><input checked="" type="radio"/> I have the authority to enter into this Agreement for the Permittee under the applicable standards. Select One Select One Parent Facility Other</p> <p><input type="radio"/> I am authorized by the person below who does have the authority to enter into this Agreement for the Permittee under the applicable standards.</p> <p>Name: <input type="text"/></p> <p>Title: <input type="text"/></p> <p>Phone Number: <input type="text"/></p> <p>Submit Cancel</p>

Confirm Cancel



Request Access to NPDES Facility (4)

- The first Signatory Authority defaults to becoming the Permit Administrator for that facility in NetDMR
- Upon approval, the Permit Administrator can then approve access requests/roles for other individuals for that facility, thereafter
- Approval is received via email



Request Access to NPDES Facility (5)

Confirmation Screen and Print Subscriber Agreement

- NetDMR Test environment –Subsc. Agreement not required
- Test user can add another facility by clicking “Back” button
- Or can logout and wait to receive email confirming approval

Request Access to a Permit and Associated DMRs



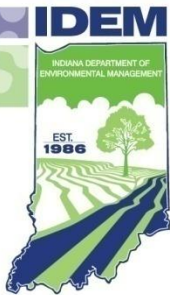
Your access request(s) have been submitted for approval.

Click below to print the subscriber agreement for the signatory request(s) made during this session.

Permit ID	Print Subscriber Agreement
IN0038873	Print Subscriber Agreement

[Back](#)





Request Access to NPDES Facility (6)

Confirmation Screen and Print Subscriber Agreement

- **NetDMR Live/Production environment – REQUIRED!**
- Serves as the wet-ink signature for all signed/submitted DMRs
- Must print, complete, sign and mail to address on the form

Request Access to a Permit and Associated DMRs

✓ Your access request(s) have been submitted for approval.

Click below to print the subscriber agreement for the signatory request(s) made during this session.

Permit ID	Print Subscriber Agreement
IN0038873	<input type="button" value="Print Subscriber Agreement"/>



Request Access to NPDES Facility (7)

FYI: The Indiana Subscriber Agreement for NetDMR Live/Production

Agency: *Indiana DEM*
Subscriber Agreement Number: *0c2579d3-6f74-4325-bd79-8a4c1687715c*
Generated On: *2012-02-21 08:13:43.0*
Account Reference: *2119*

NetDMR Subscriber Agreement Instructions Page
This form can be used for permits issued by: Indiana DEM

Purpose

The NetDMR Subscriber Agreement should be used by Clean Water Act National Pollutant Discharge Elimination System (NPDES) permit holders that would like to apply to submit Discharge Monitoring Reports (DMRs) electronically, or change/update your reporting status information from a previously-submitted application. Submission of DMRs electronically is an alternative to using paper forms to fulfill the reporting requirements of the CWA NPDES program pursuant to 40 CFR 122.41(i)(4).

Basic Information on Who Should Fill Out the Subscriber Agreement

- To request use of electronic reporting for DMR information, the person that is authorized to sign discharge monitoring reports (DMRs) as described in 40CFR 122.22 (a) must sign this document as the Signatory Authority in Section E of this document.
- If the Signatory Authority (named in Section E) plans to electronically sign DMRs submitted through NetDMR, then this person will also sign as the Subscriber (named in Section F).
- If the Signatory Authority plans to have someone else sign and submit the electronic DMRs, then this individual must be a duly authorized representative as described in 40CFR 122.22(b) and the duly authorized representative must sign as the Subscriber (see Section F).
- If a Signatory Authority has more than one NPDES permit for which they are responsible, and the regulatory authority allows multiple permits on a single Subscriber Agreement, then this document allows the signatory authority to list multiple permits on a single Subscriber Agreement as long as the



Request Access to NPDES Facility (8)

FYI: The Indiana Subscriber Agreement for NetDMR Live/Production

This request is (check one):

- ☒ **NEW:** the first request by this facility to use NetDMR reporting
- ☐ **REQUEST FOR REACTIVATION:** a re-activation of NetDMR reporting for a facility that had discontinued using NetDMR
- ☐ **CONTINUATION WITH NEW AUTHORIZATION:** an updated subscriber agreement submitted because the signatory authority and/or subscriber at the facility has changed
- ☐ **RENEWAL:** an updated form submitted when a permit application is submitted
- ☐ **Permit ID(s):** _____
- ☐ **INACTIVATION:** Explain reason for inactivation in the box below and identify whether the inactivation is temporary or permanent
- ☐ **Permit ID(s):** _____

Notes to Permitting Authority (Optional unless Inactivating):

C. Terms and Conditions

- PURPOSE:** The intent of this agreement is to create legally binding obligations upon the parties using the specified data transmission protocols and the NetDMR Reporting System, to ensure that the Certifier (in this document, Certifier refers to signers of this document -- both the Signatory Authority, and the Subscriber) agrees to: (i) Maintain the confidentiality and protect the electronic signature from unauthorized use or compromise, and follow any procedures specified by the Regulatory Authority for this purpose; (ii) Be held as legally bound, obligated, or responsible by use of the assigned electronic



Wait to receive Approval

- Net DMR test Facility Access approval : 1-2 days
- NetDMR live/production approval : 5-10 days
- Facility Access Approval will be received via email
- Upon approval, user can search for DMR to complete

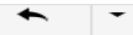
Access Request Notification

Inbox x



netdmr-notification@epa.gov

8:21 AM (4 minutes ago)



to me



John Smith,

The following actions have been taken for your signatory access requests.

Permit Id: IN0038873

Status: Approved

Comment:

Thank you.

This message corresponds to an account in NetDMR test environment.



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**For NetDMR Data Entry instructions
go to:**

<http://www.in.gov/idem/6765.htm>

**and locate “*NetDMR Data Entry
Walk-Through*”**

- When NetDMR registration is complete and approval has been received



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IDEM NetDMR Training

- **For information regarding NetDMR Data Entry go to <http://www.in.gov/idem/6765.htm> for IDEM NetDMR training information:**
 - *NetDMR Data Entry Walk-Through*